STARS
Student Tracking and Reporting System

Training sessions and workshops

DC STARS Overview

DC STARS Overview **is a pre-requisite for all DC STARS classes and workshops.**

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – <u>Please call to verify time and make your appointment.</u>

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.

Version Date: 01/30/09

DC STARS
Training Calendar

Pre-Scheduling Work Session

Description   This work session will guide the school master scheduler through the preparation steps for scheduling for SY 2009/10.

Targeted Audience   School Master Scheduler and data entry.

Location   825, 5th Floor Computer Lab

Time AM Sessions 9:00 AM to 12:00 PM

   PM Sessions 1:00 PM to 4:00 PM

DC STARS
Training Calendar

STARS — Student Tracking and Reporting System

DC STARS Training Calendar February 2009					
Location	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
All Days	2/2	2/3	2/4	2/5	2/6
825 5th floor		*Open Workshop Call 724-2252 for Reservations*	STARS Overview AM		*Open Workshop Call 724-2252 for Reservations*
All Days	2/9	2/10	2/11	2/12	2/13
825 5th floor		Student Info Manager AM	*Open Workshop Call 724-2252 for Reservations*		
All Days	2/16	2/17	2/18	2/19	2/20
825 5th floor	*Holiday*	*Open Workshop Call 724-2252 for Reservations*	Pre-Scheduling Work Session S1 / Pre-Scheduling Work Session S2	Pre-Scheduling Work Session S3	Pre-Scheduling Work Session M1 / Pre-Scheduling Work Session M2
All Days	2/23	2/24	2/25	2/26	2/27
825 5th floor	*Open Workshop Call 724-2252 for Reservations*	Pre-Scheduling Work Session C2 / Pre-Scheduling Work Session C3		*Open Workshop Call 724-2252 for Reservations*	

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Version Date: 01/30/09

STARS
Student Tracking and Reporting System

Training Registration Form

Instructions:

1. Fill in the information requested. PLEASE PRINT.
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.
   Fax #:   202-442-5728

Training Participant:

First Name: _____ MI: _____ Last Name: _____

School Name: _____ School Code: _____

DCPS Email: _____ Phone Number: _____

Position at School: _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____

(If yes, contact the DC STARS Help Desk at 202-442-5725 to request *DC STARS Overview* training.)

Class Requests:

The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.

Course Name			First Choice		Second Choice		Third Choice	
Example: *DC STARS Overview*	Date	AM/PM	*4/07*	*AM*	*4/07*	*PM*	*3/3*	*AM*
		Location		*825*		*825*		*825*
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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Version Date: 07/30/08